

Reorganization Board Meeting

Cayuga-Onondaga BOCES Regional Education Center
Board of Cooperative Educational Services
1879 West Genesee Street Road, Auburn, NY 13021

Members Present:

Kathryn Carlson	Lee Epprecht
Dean Winspear	William Andre
Lawrence Hartle	Douglas Hart
Melinda Quanbeck	Deborah Schwarting
Carol Quill	

Members Absent:

Others Present:

William Speck	Diane Bennett
Peter Colucci	Steve Howard
Randy Ray	Tony Abbatiello
Jessica Docteur	
Sue Conway	

Opening of Meeting	The meeting was opened by District Superintendent William S. Speck at 7:00 pm in the Board Room of the Regional Education Center, 1879 West Genesee Street Road, Auburn, NY 13021.
Pledge of Allegiance	The Pledge of Allegiance was led by District Superintendent William S. Speck.
Oath of the Office to Board Members	The Oath of Office of Board of Education members was administered to Carol Quill, Union Springs (July 1, 2015 through June 30, 2016), Dean Winspear – Southern Cayuga, Larry Hartle, Jordan-Elbridge, Douglas Hart, Moravia effective July 1, 2015 through June 30, 2018.
Approval of Agenda	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the reorganization agenda. The motion was carried unanimously by the Board members present.
2015-2016 President of the Cayuga-Onondaga BOCES Board of Education	<p>District Superintendent William S. Speck, requested nominations for the office of President of the Cayuga-Onondaga BOCES Board of Education for the 2015-2016 school year.</p> <p>A motion was made by Lee Epprecht to nominate Kathryn Carlson for the office of President. The motion was seconded by Dean Winspear. No other nominations were forthcoming and a motion was made by Lee Epprecht, seconded by Dean Winspear, to elect Kathryn Carlson to the position of President of the Cayuga-Onondaga BOCES Board of Education for the 2015-2016 school year. By a unanimous vote by members present Kathryn Carlson was officially declared President for the 2015-2016 school year.</p>
2015-2016 Vice-President of the Cayuga-Onondaga BOCES Board of Education	Kathryn Carlson, Board President, requested nominations for the office of Vice-President of the Cayuga-Onondaga BOCES Board of Education for the 2015-2016 school year.

A motion was made by Dean Winspear to nominate Douglas Hart for the office of Vice-President. The motion was seconded by Lee Epprecht. No other nominations were forthcoming and a motion was made by Dean Winspear, seconded by Larry Hartle to elect Douglas Hart to the position of Vice-President of the Cayuga-Onondaga BOCES Board of Education for the 2015-2016 school year. By a unanimous vote by members present Douglas Hart was officially declared Vice-President for the 2015-2016 school year.

Clerk	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the appointment of Susan Conway as Clerk of the Board for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Treasurer	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the appointment of Lucinda Pattington as Treasurer for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Deputy Treasurer	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the appointment of Libby Halverson as Deputy Treasurer for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Claims Auditor	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the appointment of Linda Brown as Claims Auditor for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Claims Auditor in the absence of the Auditor	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the appointment of Brent Cooley as Claims Auditor in the absence of the claims auditor for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Independent Auditor	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to be determined at a later meeting the Independent Auditor for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Attorney	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the appointment of Randy Ray as Attorney for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Purchasing Agent/Payroll Certification Officer	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Douglas Hart, seconded by Dean Winspear, to approve the appointment of Peter Colucci as Purchasing Agent/Payroll Certification Officer for the 2015-2016 school year and to appoint the District Superintendent or his designee as Alternate Purchasing Agent/Payroll Certification Officer for the 2015-2016 school year. The motion was carried unanimously by Board members present.

Section 504/Records Access Officer	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Douglas Hart, seconded by Dean Winspear, to approve the appointment of Randy Ray as Section 504/ Records Access Officer for the for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Title VI and Title IX Compliance Officer	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Douglas Hart, seconded by Dean Winspear, to approve the appointment of Emily Brown as Title VI and Title IX Compliance Officer for the for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Chief Advisor/Student Extra Classroom Activity Funds	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Douglas Hart, seconded by Dean Winspear, to approve the appointment of Steven Woodard as Chief Advisor to the Student Extra Classroom Activity Funds for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Treasurer/Student Extra Classroom Activity Funds	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Douglas Hart, seconded by Dean Winspear, to approve the appointment of Libby Halverson as Treasurer of the Student Extra Classroom Activity Funds for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Legislative Liaison	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of Kathryn Carlson as Legislative Liaison for the 2015-2016 school year. The motion was carried unanimously by Board members present.
School Physician Services	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the appointment of East Hill Family Medical, Inc. for School Physician Services effective July 1, 2015 through June 30, 2016 at the cost of \$600.00 per month. The motion was carried unanimously by Board members present.
BOCES Audit Committee	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Douglas Hart, seconded by Carol Quill, to approve the BOCES Audit Committee members of Melinda Quanbeck, Larry Hartle, Kathryn Carlson and Lee Epprecht for the 2015-2016 school year. The motion was carried by a vote of 8-Yes 1- Abstention (Lee Epprecht).
2015-2016 BOCES Safety Team Committee	<p>Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to approve the 2015-2016 BOCES Safety Team Committee as follows:</p> <p>Bill Speck, administrator representative Jessica Docteur, administrator representative Diane Bennett, administrator representative Steve Woodard, administrative representative Lee Epprecht, BOCES board member Suzanne Burnett, teacher representative</p>

Larry Garuccio, facilities representative
Peter Colucci, administrator representative
Tony Abbatiello, administrator representative
Mark Snyder, school safety personnel
Kathryn Carlson, Board of Education representative
Deputy Nicole Stewart, school safety personnel
Lt. Michael Wellauer, law enforcement representative
Kevin Foster, Fire Marshall, Aurelius Fire Dept. (local emergency personnel)
Chief Robert Thurston, Jr., Aurelius Fire Dept.

The motion was carried by a vote of 8-Yes 1- Abstention (Lee Epprecht).

Designation of Depository
Funds

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Lee Epprecht, seconded by Douglas Hart, to approve M&T Bank or its successor as Depository of Funds as listed, effective July 1, 2015 through June 30, 2016

- A. M&T Bank
 - 1. General Fund
 - 2. Special Aid Fund
 - 3. Trust & Agency Fund
 - 4. Student Extracurricular Fund
 - 5. Scholarship Accounts T & E Fund
 - 6. Capital Project
- B. As designated by the District Superintendent
 - 1. Other funds as established by the Board of Education

The motion was carried unanimously by Board members present.

Official Newspaper

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Lee Epprecht, seconded by Dean Winspear, to approve the designation of *The Citizen* as the official newspaper of the Board for the 2015-2016 school year. The motion was carried unanimously by Board members present.

Establishment of Meeting
Dates

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to establish the following meeting dates, times and places for the 2015-2016 school year.

- 1. Regular meetings – Third Thursday of Month at the BOCES Regional Education Center, 1879 West Genesee St. Road, Auburn, NY, except otherwise indicated on the attached list (See Attachment 1)
- 2. Nominations for BOCES Board of Education – March 21, 2016
- 3. Annual Meeting –Thursday, April 7, 2016
- 4. Annual Budget/Election Vote –Wednesday, April 20, 2016
- 5. 2016-2017 Reorganization Meeting – July 21, 2016

The motion was carried unanimously by Board members present.

Petty Cash Funds

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the following Petty Cash Funds for the 2015-2016 school year.

1. Business Office - \$100.00
2. Culinary Arts - \$30.00 – cash advance
3. Center for Learning - \$30.00

The motion was carried unanimously by Board members present.

**Conference
Attendance/Leaves of Absence**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the District Superintendent to approve conference attendance for Board members and staff and to approve leaves of absence in accordance with Board policy during the 2015-2016 fiscal year. The motion was carried unanimously by Board members present.

Memberships

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve membership in the following organizations for the 2015-2016 school year.

1. New York State School Boards Association (NYSSBA)
2. Central New York School Boards Association Midstate School Finance Consortium
3. Cayuga-Onondaga Counties School Boards Association – (COSBA)
4. Rural Schools Program
5. Chamber of Commerce of Auburn & Cayuga Co., Inc.
6. Association of Educational Service Agencies (AESA)
7. AESA/BOCES Coordinator 2015-2016
8. Study Council at Syracuse University
9. BOCES Educational Consortium (BEC)

The motion was carried unanimously by Board members present.

Transfer of Funds

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the District Superintendent to transfer funds within the legal limitations of the State of New York. The motion was carried unanimously by Board members present.

Investment of Revenues

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the Treasurer, with the approval of the District Superintendent, to make appropriate investment of revenues. The motion was carried unanimously by Board members present.

Document Copy Rate

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to establish a document copy rate of \$0.25 per page for the 2015-2016 fiscal year. The motion was carried unanimously by Board members present.

Physical Examinations

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the District Superintendent to require that employees be examined by a physician as designated in accordance with Section 913 of the New York State Education Law. The motion was carried unanimously by Board members present.

Rental Space	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to establish the amount of \$5,000.00 for classroom and related space rentals per room for the 2015-2016 school year. The motion was carried unanimously by Board members present.
Vacancy Appointments	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the District Superintendent to temporarily fill administrative, instructional, and non-instructional vacancies pending consideration and appointment by the Board. The motion was carried unanimously by Board members present.
Adult Differential Tuition Rate	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to establish a 2015-2016 adult differential tuition rate in the amount of \$4,000.00. The motion was carried unanimously by Board members present.
Healthcare Plan Representative	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Peter Colucci as the Cayuga-Onondaga BOCES Representative on the Board of Directors of the Cayuga-Onondaga Area School Employees' Healthcare Plan for the period of July 1, 2015 through July 31, 2016. The motion was carried unanimously by Board members present.
Contract Authorization	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign all contracts on behalf of the BOCES organization. The motion was carried unanimously by Board members present.
Contract Authorization in the Absence of the President	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the Vice-President of the Cayuga-Onondaga Board of Cooperative Educational Services to sign all contracts on behalf of the BOCES organization in the absence of the President. The motion was carried unanimously by Board members present.
Employer Specific Training Agreements	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the District Superintendent of Schools to enter into and execute agreements with public entities and private corporations within the services area of the Cayuga-Onondaga BOCES to provide employer-specific training and to execute the Cayuga-Cortland Workforce Investment Board or its successor Summer Youth Program agreement. The motion was carried unanimously by Board members present.
Consultant Agreements	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to authorize the District Superintendent of Schools to enter into and execute agreements with consultants to provide services to local school districts as part of the School Improvement Co-Ser. The motion was carried unanimously by Board members present.
Code of Conduct	Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to conduct an annual

review, amendment and re-adoption to the Code of Conduct in accordance with Section 2801 of the Education Law during the months of May and June of 2016. The motion was carried unanimously by Board members present.

**Personal Property
Accountability**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to conduct an annual review, amendment, and re-adoption to the Policy on Personal Property Accountability in accordance with 8 NYCRR Section 170.3(i)(3) during the months of May and June 2016. The motion was carried unanimously by Board members present.

Standard Workday

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Lee Epprecht, seconded by Dean Winspear, to approve the Standard Work Days of Randy Ray, BOCES Attorney, Susan Conway, Clerk of the Board, and Lucinda Pattington, Treasurer. The motion was carried unanimously by Board members present.

School Safety

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Lee Epprecht, seconded by Dean Winspear, to conduct an annual review, amendment and re-adoption of the School Safety Plan in accordance with Section 2801-a of the Education Law during the months of May and June of 2016. The motion was carried unanimously by Board members present.

Shared Decision Making Plan

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Lee Epprecht, seconded by Dean Winspear, to conduct an annual review, amendment and re-adoption of plan for participation of teachers and parents in School-based Planning and Shared Decision making in accordance with 8 NYCRR Section 100.11(f) during the months of May and June of 2016. The motion was carried unanimously by Board members present.

Professional Development

Upon the recommendation of District Superintendent William S. Speck, a motion was made Lee Epprecht, seconded by Dean Winspear, to conduct an annual review, amendment and re-adoption of the Professional Development Plan in accordance with 8 NYCRR Section 100.2 (dd)(l)(i) during the months of May and June of 2016. The motion was carried unanimously by Board members present.

**Annual Professional
Performance Review**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to conduct an annual review, amendment and re-adoption of the Annual Professional Performance Review (APPR) in accordance with Education Law 3012-d and 8 NYCRR Section 100.2 (o). The motion was carried unanimously by Board members present.

Attendance Policy

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to conduct an annual review, amendment and re-adoption of the Attendance Policy in accordance with 8 NYCRR Section 104.1 The motion was carried unanimously by Board members present.

**Alcohol and other Controlled
Substances Policy**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to conduct a biennial

review of Policy Concerning Alcohol and Other Controlled Substances during the months of May and June of 2016. The motion was carried unanimously by Board members present.

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| Re-adoption of By-Laws, Policies and Administrative Regulations for Personnel | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to readopt all By-Laws, Policies and Administrative Regulations for Personnel of the Cayuga-Onondaga Board of Cooperative Educational Services. The motion was carried unanimously by Board members present. |
| Records Management Officer | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Peter Colucci as Records Management Officer, effective July 1, 2015 to June 30, 2016 in compliance with the Local Government Records law (Chapter 737), Laws of 1987, Section 57.19. The motion was carried unanimously by Board members present. |
| School Pesticide Representative | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Mark Snyder as School Pesticide Representative, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present. |
| Respiratory Protection Program Administrator | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Mark Snyder as Respiratory Protection Program Administrator, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present. |
| AHERA (Asbestos) Designated Person | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Mark Snyder as AHERA (Asbestos) Designated Person, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present. |
| Capital Assets Preservation Program Coordinator | Upon the recommendation of District Superintendent William S. Speck, a motion was made Dean Winspear, seconded by Douglas Hart, to appoint Larry Garuccio as Capital Assets Preservation Program Coordinator, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present. |
| Ratification of Prior Acts | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to ratify all prior acts of the Board of Cooperative Educational Services, the District Superintendent, and those authorized thereunder. The motion was carried unanimously by Board members present. |
| 2015-2016 Initial Hiring Range for Non-Instructional Personnel | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to establish the Initial Hiring Ranges for the 2015-2016 for Non-Instructional Employees. The motion was carried unanimously by Board members present. |
| Cell Phone Reimbursement | Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the reimbursement in the amount of \$50 per month to BOCES administrators who use |

personal cell phone/smart phones for the availability of conducting BOCES business, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present.

**2015-2016 Mileage
Reimbursement Rate**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to approve the 2015-2016 mileage reimbursement rate for board members and employees in the amount of \$.57.5 cents per mile, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present.

2015-2065 Hearing Officers

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Randy Ray, Brent Cooley, Emily Brown and Ryan Hatch as Hearing Officers for any and all layoffs, effective July 1, 2015 to June 30, 2016. The motion was carried unanimously by Board members present.

**Cayuga-Onondaga BOCES
Dignity for all Students Act
(DASA) Building
Coordinators**

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Douglas Hart, to appoint Steve Woodard, Andrew Yakawiak and Diane Bennett as the Cayuga-Onondaga BOCES Dignity for all Students Act (DASA) Building Coordinators for the 2015-2016 school year. The motion was carried unanimously by Board members present.

Recipient of Notices

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Lee Epprecht seconded by Carol Quill, to approve the appointment of Susan Conway as the Cayuga-Onondaga BOCES recipient of notices of claim made against the Cayuga-Onondaga BOCES for the 2015-2016 school year. The motion was carried unanimously by Board members present.

Adjournment

Upon the recommendation of District Superintendent William S. Speck, a motion was made by Dean Winspear, seconded by Larry Hartle, to adjourn the meeting at 7:10 p.m. The motion was carried unanimously by Board members present.

Respectfully Submitted,

Susan Conway
Clerk of the Board

7/16/15

Attachment #1

Adopted: July 16, 2015

Attachment #1
Cayuga-Onondaga BOCES

Board Meeting Dates for 2015-2016
(Third Thursday of the Month unless otherwise indicated)

July 16, 2015

August 20, 2015

September 17, 2015

October 15, 2015

November 19, 2015

December 17, 2015

January 21, 2016

*February 25, 2016
(2/18 Conflict with Winter break)

March 17, 2016

April 7, 2016 – Annual Meeting (Thursday)

April 21, 2016

May 19, 2016

June 16, 2016

July 21, 2016 – Reorganization Meeting

Nominations for BOCES Board of Education (March 21, 2016)
Annual Meeting (Thursday, April 7, 2016)
Annual Budget/Election Vote (Wednesday, April 20, 2016)
2016-2017 Reorganization Meeting (Thursday, July 21, 2016)

*Not the third Thursday of the Month